

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-098

DATE: July 28, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-39

OPEN TO: All Interested Candidates

POSITION: Chauffeur/ Expeditor
FSN-5; FP-9

OPENING DATE: July 28, 2015

CLOSING DATE: August 11, 2015

WORK HOURS: Full-time; 48 hours/week

SALARY: *Ordinary Resident (OR): CFA 4,177,189 per year
(Starting salary before benefits and allowances)
Position grade: FSN-5

*Not-Ordinarily Resident (NOR): US\$32,498 per year
Position grade: FP-9

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Chauffeur /Expeditor for the Embassy's Travel Section.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for the following:

- Providing expeditor assistance and ground transportation to arriving and departing American direct hire personnel and their eligible family members.

- Operating government owned vehicles to transport Mission employees to locations within Bamako that will include the personal residences of personnel assigned to the Mission, other diplomatic missions or consulates, government ministries, travel agencies, or hotels.

QUALIFICATIONS REQUIRED

- Completion of elementary school.
- Four years prior experience as a chauffeur in Mali; at least two years driving experience as a driver with a Diplomatic mission or an International Organization.
- Level IV (Fluent) speaking/reading/writing French is required. Level II English is required. (English will be tested).
- Knowledge of Malian driving regulations and traffic patterns, location of personal residences of Mission personnel and the principal ministries frequented by Mission personnel. Must have knowledge of basic vehicle repair skills.
- Must have a valid Malian driver's license.
- Must pass an Embassy administered driving test.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS ET PERMIS):

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) **that addresses the qualification requirements of the position as listed above.**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov

Subject: [Chauffeur-Expeditor](#)

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POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: AUGUST 11, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.